

**CITY OF WOOD VILLAGE
REQUEST FOR PROPOSALS
TO PROVIDE BANKING SERVICES**

RFP No. 202001

BANKING SERVICES

Date Due: September 3, 2020

Time Due: 3:00 PM PDT

**Finance Department
City of Wood Village
23335 NE Halsey St
Wood Village OR 97060**

Advertisement

**CITY OF WOOD VILLAGE
BANKING SERVICES
RFP No. 202001**

REQUEST FOR PROPOSALS

The City of Wood Village invites qualified banking institutions to submit proposals to provide banking services based upon the scope of work contained in this Request for Proposal. The intent is to select one banking institution to provide services. However, the City may elect to award some or all of the optional services to one or more qualified proposers.

Sealed Proposals, in writing, will be received by Seth Reeser, Finance Department, City of Wood Village, 23335 NE Halsey St, Wood Village, OR 97060, until **Thursday, September 3, 2020 at 3PM** local time. Facsimile or electronically transmitted proposals will not be accepted. Late proposals will be kept by the City, but not considered for award.

The complete Request for Proposal is on file with and may be obtained from Seth Reeser, Finance Director, City of Wood Village, 23335 NE Halsey St, Wood Village OR 97060, 503-489-6858, sethr@woodvillageor.gov. The Request for Proposal may also be obtained from the City's website www.woodvillageor.gov.

The City of Wood Village's programs, services, employment opportunities, and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap or political affiliation.

Emailed to Business Tribune on August 7, 2020

**SECTION 1
GENERAL INFORMATION**

I-1. Request for Proposal

The City of Wood Village invites qualified banking institutions to submit proposals to provide banking services as described in the scope of work set forth in Section IV of this Request for Proposal (RFP).

The objective of requesting the proposals is for the City to determine which Bank can offer the highest quality of service at the most reasonable cost. The City has a policy that requires a periodic review of services and competitive procurement process. This process provides the City the opportunity to explore alternative procedural methods with various technological advances that could improve its banking, cash management and customer service capabilities.

We encourage you to be creative and educational in your responses. While your format must be consistent with the requirements of the RFP, if you believe that your proposed solution or services would be beneficial to the City, we invite you to offer them.

The intent is to select one banking institution to provide basic banking services. However, the City may elect to award some or all of the optional services to one or more qualified proposers. The City intends to establish a three year contract during which time the costs outlined in the proposal shall remain fixed. The contract may be renewable for up to an additional two year period.

I-2. Compliance with Rules

Proposers responding to this RFP must follow the procedures and requirements stated within this RFP. Except as otherwise provided in this RFP, the applicable provisions of Oregon Administrative Rules Chapter 137, Division 47 shall apply to all personal service contracts of the City of Wood Village. Adherence to these rules and the procedure and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.

I-3. Schedule of Request for Proposal Events

RFP Advertised	August 7th, 2020
Proposals Due	September 3, 2020 at 3PM
Virtual Interviews (if necessary)	September 14-18, 2020
Notice of Intent to Award	September 22, 2020
City Council Approval	September 22, 2020
Contract Finalized	September 28, 2020
Conversion	September 29 – November 30, 2020
Commencement of Services	December 1, 2020
Dates are approximate and subject to change	

I-4. Official Contacts

Questions regarding the scope of services and/or the RFP process must be directed to:

Seth Reeser
Finance Director
23335 NE Halsey St
Wood Village OR 97060
503-4889-6858 fax: 503-669-8723
Email: sethr@woodvillageor.gov

I-5. Proposal Due Date

Four copies of the proposal must be delivered to Seth Reeser, Finance Director, City of Wood Village, 23335 NE Halsey St, Wood Village OR 97060, no later than Thursday September 3, 2020 at 3PM Pacific Daylight time. Facsimile transmitted proposals will not be accepted. Electronic submittals via recognized software formats (Microsoft products, Portable Document Format) are required in addition to the printed copies submitted, and may be either conveyed via e-mail, attached in an electronic device (CD, Thumb Drive) or provided through access to electronic storage areas in the drop box or on the cloud. Late proposals will be kept by the City, but not considered for award. Proposals must be sealed and clearly addressed and marked with the RFP number and title.

I-6. Proposal Withdrawal

Any proposal may be withdrawn at any time before the "Proposal Due" date and time, by providing a written request for the withdrawal of the proposal to the issuing office. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal.

I-7. Pre-proposal Conference

Not required for this project.

I-8. Solicitation Protest

A person may protest or request a change of a solicitation provision, evaluation criteria, scope of work, specification or contract term no later than seven calendar days prior to the proposal due date. No protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification or contract term will be considered after such time. The protest or request for change shall include the reason for the protest or change, any propose language, and why the proposed language would benefit the City. The City shall consider the protest or request for change and may reject the protest or request for change, issue an addendum or cancel the RFP. The protest must be submitted to the Finance Department at the following address:

Seth Reeser
Finance Department
City of Wood Village
23335 NE Halsey St
Wood Village OR 97060

I-9. Addenda

The City may modify the RFP at any time prior to the RFP due date, by issuance of a written addendum to all proposers who are participating in the process at the time the addendum is issued. Addenda will be numbered consecutively. Verbal modifications to the RFP specifications shall not be binding upon the City.

I-10. Cancellation, Delay or Suspension of Solicitation; Rejection of Proposals

The City may cancel, delay or suspend this solicitation if in the best interest of the City as determined by the City. The City may reject any or all proposals, in whole or in part, if the in the best interest of the City as determined by the City.

I-11. Irregularities

The City reserves the right to waive any non-material irregularities or information in the RFP or in any proposal.

I-12. Multiple Contracts

The intent is to select one banking institution to provide basic banking services. However, the City may elect to award some or all of the optional services to one or more qualified proposers.

I-13. Selection Protest

Proposers who disagree with the City's selection decision may protest that decision. The judgment used in the scoring by individual evaluators is not grounds for appeal. No protest because of a solicitation provision, evaluation criteria, scope of work, specification or contract term that could have been raised as a Solicitation Protest will be considered. The selection protest must be submitted in writing within seven calendar days of the Notice of intent to Award. The protest shall be submitted to:

Greg Dirks
City Manager
City of Wood Village
23335 NE Halsey St
Wood Village OR 97060

The selection protest must state all the relevant facts that establish that all higher ranked proposers were ineligible for selection because their proposals were nonresponsive or the proposer was not responsible. A written decision will be sent to the protester.

I-14. Incurred Costs

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal.

I-15. Ownership of Documents

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

I-16. Confidentiality of Information

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the proposal shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

I-17. Public Record

All proposals and information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all proposals and information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.

Proposals that contain information that meets the definition of trade secrets or otherwise can be considered a public record exempt from disclosure under Oregon's Public Records Law shall be clearly identified and kept separate by the proposers.

Sample work or documents illustrating previous work experience will be returned to proposers after the evaluation and award process.

I-18. Equal Opportunity Policy

The City of Wood Village requires all proposers to comply with equal opportunity policies. The City's programs, services, employment opportunities, and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap or political affiliation. A copy of the City's policy is available upon request.

I-19. City Business License

The selected proposer will be required to obtain a City Business License.

I-20. Recyclable Products

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposal and in the performance of the work set forth in the RFP.

**SECTION II
PROPOSAL FORM AND CONTENT**

II-1. Proposal Submittal

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP, and should be easily reproducible. Emphasis should be on completeness and clarity of content and cost effectiveness of the proposal.

All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the list of proposal contents.

Proposers are encouraged to improve upon the tasks, work items, or other elements described in this RFP. However prior to basing a proposal on those improvements, proposers should check with the City's project manager to ensure that the City views the changes as desirable improvements.

II-2. Proposal Form and Content

Proposers should include the following items in their proposals:

1. Letter of Transmittal

All proposals must include a cover letter addressed to Seth Reeser and signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. The cover letter must include name, address, and telephone number of the proposer submitting the Proposal and the name, title, address, telephone number, FAX number and email address of the person, or persons to contact whom are authorized to represent the proposer and to whom correspondence should be directed.

2. Table of Contents

Include a clear identification of the material by section and by page number.

3. Certification Statement

All proposals must contain a signed certification statement (See Exhibit V-1).

4. Executive Summary

The proposer may use this section to introduce the Proposal or to summarize the key provisions of the Proposal.

5. Statement of Understanding

The proposer shall include a detailed statement of understanding of the project.

6. Technical Specifications and Features Matrix

All proposals must contain a technical specifications and features matrix (See Exhibit V-2).

7. Additional Information

Any other information that the proposer feels applicable to the evaluation of the Proposal or their qualification for accomplishing the project should be included in this section. You may use this section to address those aspects of your services that distinguish your firm from other firms.

If there is no additional information to present, state, "There is no additional information we wish to present".

II-3. Cost Proposal Matrix

All proposals must contain a cost proposal matrix (See Exhibit V-3).

All costs are to be contained in this section. This section shall also include payment terms required for services rendered.

**SECTION III
EVALUATION/SELECTION OF PROPOSALS**

III-1. Evaluation Criteria

The City will analyze information provided by all Banks. The proposals will be evaluated by a selection committee comprised of City staffs that are directly and indirectly responsible for administering the City's banking activities.

Proposals will be evaluated based on the following criteria:

1. Qualifications/Project Understanding Criteria – 50%
 - Bank stability and past experience working with local governments
 - Ability to assign personnel who are committed and capable of serving the City's account
 - Ability to provide and meet technical specifications and features as set forth in this RFP now and in the future
 - Ability to provide current services
2. Approach, Schedule and Conversion – 10%
 - The thoroughness of the conversion plan to ensure a smooth transition
 - Ability to provide adequate training
3. Cost – 40%
 - The proposed fees for services, in the judgment of the City, which will provide the most comprehensive service at the least cost to the City

III-2. Clarifications

The City reserves the right to seek clarification of each proposal submitted. The City also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection.

III-3. Interviews

Proposers may be invited to an interview with the City's selection committee to facilitate full understanding of their proposal. Firms will be contacted regarding time and location of the interview to take place at Wood village City Hall on September 14-18, 2020.

III-4. Method of Selection

A selection committee will evaluate each submitted proposal to determine the responsive and responsible proposer whose proposal the City determines to be the most advantageous to the City based on the evaluation process and evaluation criteria outlined in this RFP.

The City may reject all offers if it is in the public's best interest to do so. No single factor, such as cost, will determine the final decision to award.

III-5. Notice of Intent to Award

Upon completion of the evaluation process, the selection committee will advise the proposers of its number one selection.

III-6. Contract

Proposers shall attach a copy of their usual contractual agreement for the City to review. The City reserves the right to negotiate a final contract that is in the best interest of the City.

The Bank's proposal (and all required matrices) are inclusive to the contract and will be attachments thereto. The contract will define the extent of services to be rendered, method and amount of compensation.

The contract will be negotiated with the number one-ranked proposer for the project. If agreement is not reached, negotiations will be terminated. Negotiations will then begin with the selection committee's second choice for banking services. When an agreement is reached, a contract for the work will be prepared and executed upon City Council approval.

The initial contract term shall be for three years during which time the costs outlined in the successful proposal shall remain fixed. At the end of the initial three-year contract, the Bank shall submit a schedule of proposed fees no less than ninety (90) days prior to expiration of the contract. By mutual agreement between Bank and City, the contract may be renewed for up to an additional two-year period.

The successful proposer will be required to secure and maintain appropriate insurance coverage. Proof of such coverage, in the form of a broker-issued certificate, must be received by the City prior to the beginning contract date. The successful proposer agrees to enter into a contract with the City by September 22, 2020.

SECTION IV BACKGROUND & SCOPE OF WORK

IV-1. About the City of Wood Village

The City of Wood Village is located in northwestern Oregon, in the eastern part of the Portland metropolitan area, in Multnomah County. It is comprised of approximately 1 square mile, with approximately 4,060 population, 82nd largest out of 242 cities in Oregon. Wood Village was incorporated in 1951, and is a home rule city operating under a city charter adopted in 1953 and most recently amended in 2015. The government of the City is vested in an at-large elected, five-member volunteer city council, from which the mayor is elected every other year. The city council appoints a city manager, who is responsible for the day-to-day management of the City.

IV-2. Account Description

Currently, the City has one General Banking account. The General Account is used for all cashiering, investment, disbursement and money transfer activities. If necessary, a Credit Card Deposit account could be established only for deposits of credit card payments made by customers and handled by a third party vendor. Both accounts would then be concentrated and rolled into one monthly analysis statement for fee calculation and interest allowance earnings purposes. Additional accounts may be added as needed.

The City of Wood Village cashiers in excess of \$9 million annually through its general account. Of that, approximately \$5 million is receipts and over \$4 million is disbursements, with about \$100,000 monthly for payroll and fringe benefits. Most disbursements of funds by the City, except for investments, direct deposit of payroll, ACH for some payables, and authorized wire transfers are made through the issuance of checks. We anticipate continuing movement to electronic payment systems over time.

IV-3. Summary of Current Services

Account information is available to the City by 8AM Pacific Time each business day. All deposits delivered to the bank by 4:30PM Pacific Time are given ledger credit balance that same day. Following is a list of services the City currently receives:

- A. Concentration of accounts
- B. Daily on-line balance reporting
- C. Direct Deposit for payroll, State/Federal taxes, PERS (ACH)
- D. Account Reconciliation Services
- E. Check Imaging on-line
- F. Desk-top bank depositing
- G. Monthly Utility billing bank draft
- H. Positive Pay
- I. Online Bill Pay

IV-4. Minimum Qualifications

Banking institutions wishing to submit proposals must state specifically that they meet or exceed the following minimum criteria:

- Be a qualified public depository as prescribed by Chapter 295 of Oregon Revised Statutes especially 295.005 (4) and 295.025.
- Be able to provide a collateral pool certificate of \$2.6 million for our depository account and have the ability to adjust the certificate amount upon request. Be sufficiently capitalized to accommodate the City's cash management needs.
- Be a member of the Oregon Automated Clearing House Association.
- Have access to the FedWire System.
- Be able to facilitate transfers to and from the Local Government Investment Pool managed by the Oregon State Treasurer's Office.
- Demonstrate a commitment to the Community Reinvestment Act (RCA) and to the local community, with a minimum rating of "satisfactory" for the past three rating periods. Describe your Bank's CRA activities within Wood Village.
- Be a full service institution capable of providing at a minimum the required banking services identified in this Request for Proposal.
- Be insured by the Federal Deposit Insurance Corporation (FDIC).
- Have experience in providing banking services to other municipalities.
- Agree to assign personnel who are committed and capable of servicing the City's accounts.

IV-5. Services Required

Proposing Banks should have prior experience in providing these services to other municipalities. More importantly, Banks should have the capitalization necessary to accommodate the City's depository, collateral and cash flow needs.

If the City develops a need for additional accounts or services during the life of the banking services contract, they shall be provided under the same terms and conditions as applied to the existing accounts. If the Federal Reserve, FDIC, or other regulatory bodies provide for the establishment of new accounts, or other regulations that are favorable to the City, the Bank shall make those new services available.

The services required to accommodate the City's current and anticipated banking needs are extensive and major service categories are outlined as follows:

1. General/Demand Account Services. The City requires a demand account for general purposes with the ability to provide automated account detail on a daily basis. All accounts are concentrated and rolled into one monthly analysis statement for fee calculation and interest allowance earnings purposes. Additional accounts may be added as needed.
2. Account Reconciliation for Checking/Disbursement Account. The City wants the disbursement account placed on full account reconciliation with the ability to provide positive pay and check imaging services.

3. Electronic Reporting/File Transmission. The Bank must have an electronic communication/file transmission system to allow the City to receive, by 8AM Pacific Time, previous day balance and transaction information for each designated account. The City shall not be charged or penalized if an overdraft results because the account balance information is not available by 10AM. The City will use a personal computer to obtain a balance report each morning for use in connection with its cash management functions. This system must have wire transfer capability.
4. Electronic Payment/Deposit Services. The Bank must have the capability to accommodate a wide range of electronic payment and deposit services currently used by the City. The City utilizes direct deposit/payment services for its monthly payroll, payment of federal and state taxes, PERS and certain vendors.

The bank will be required to provide support for electronic data transmission, pre-notifications, and coordinate formatting and all technical issues with the City. The transmission made by the City to processing Bank shall be no more than two (2) business days before payday.

The City utilizes remote deposit equipment for checks received at the City. The Bank will need to support this system and provide a Bank machine for use at the City. If The Bank requires a second checking account into which these deposits are made for security purposes, the Bank needs to indicate the costs, if any, associated with this account.

The City currently receives checks from client's banks for payment of services such as water and sewer bills. The City would like direct ACH services for client payment of water and sewer accounts.

5. Money Transfer Services. The Bank must have the capability to accommodate incoming and outgoing electronic money transfers. The Bank should also provide the City with a money transfer service that allows the City to initiate wire transfers with the use of a personal computer.
6. Reporting Services. The Bank must provide monthly account reconciliation reports, bank statements, account analysis statements, confirmation tickets and other report related features normally associated with large corporate accounts. The Banks must be able to provide various reports and statements in a computer media designated by the City and also provide specialized reports, where feasible, as needed.

The Account Analysis for the City is currently being computed and settled on a monthly basis. Compensation and payment for services shall be made on a direct fee basis. All charges must be itemized on the monthly Account Analysis Statement.

7. Credit Card Services. The City currently contracts with a third party "Gov Pay Net" to process credit card payments by citizens for city services, (water, sewer, licenses, permits, etc). The system charges a 3.25% fee to the citizen and no charges to the city. The City wishes to continue accepting credit cards from clients, however the City would be willing to explore other options if the system fees could be reduced from 3.25%. The Bank will need to be able to service the GovPayNet system or offer an equivalent one through the Bank. If the proposer can offer alternate systems, the City would be interested in learning of those systems.

The City has a separate City owned Credit Card account for management staff. The City would like to have this as a part of the Banking package. Please indicate the costs and requirements of this system. Please indicate credit card online management services, account administration and reward benefits.

8. Training Services. The Bank must provide on-site training to City personnel for the operation and use of the Bank's services and automated systems for all areas of service. Training, operating manuals and on-going support are to be supplied by the Bank for all services provided.
9. Overdraft Protection. The City requires overdraft protection be provided in the event that its checking account becomes overdrawn. Because the City is a tax-exempt entity, it is presumed that the rate charged will be on a tax-exempt basis. If charged, the City requires a maximum daily limit be established for checks presented against its account in the event it becomes overdrawn.
10. Custody & Investment Services. Custody and investment services for the City's investment portfolio may be a part of this banking services request for proposal. Proposers are encouraged to describe their services and programs. Investment assistance may be included as a part of the considerations for award of this contract.
11. Other Services. There are many other services too numerous to mention that are customarily provided to corporations and governmental entities. These services will also be generally assessed by the City in reviewing the information provided in the proposal. The City reserves the right to add other services, at a reasonable cost, during the term of the contract.

If the City develops a need for additional accounts or services during the life of the banking agreement, they shall be provided under the same terms and conditions as applied to the existing accounts.

If the Federal Reserve, FDIC, or other regulatory bodies provide for the establishment of new accounts, or other regulations that are favorable to the City, the Bank shall make those new services available.

12. Sweep Account. The City may require the Bank to provide a sweep feature to the general account to be used at the option of the City in order to permit excess collected balances remaining in the accounts to be automatically invested in a government qualified money market fund or collateralized repurchase agreement on an overnight basis. The Bank's overnight investment process must be in compliance with the Government Securities Act of 1986, which specifically prohibits co-mingling customer investments with the Bank's assets.

13. Availability Schedule. The City requires the maximum clearing schedule:

<u>Items</u>	<u>Deposit Availability</u>
Cash, items drawn on the Depository, wire transfers, ACH, deposits, letters of credit	Same Day
Items on local institutions	Next Day
Other Items	Federal Reserve Availability Schedule

**SECTION V
EXHIBITS**

**Exhibit V-1
CERTIFICATION STATEMENT**

All proposals must include this certification statement signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule.

- A. Proposal may be released in total as public information in accordance with the requirements of the laws covering the same. Any proprietary information has been clearly marked.
- B. Proposal and cost schedule shall be valid and binding for sixty (60) days following the proposal due date and will become part of the contract that is negotiated with the City.
- C. The proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise.
- D. Proposer's Federal Taxpayer Identification Number _____.
- E. The proposer certifies that this proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition

Proposer's Signature

Date

This certification statement must be signed and submitted with the proposal.

Exhibit V-2

TECHNICAL SPECIFICATIONS & FEATURES MATRIX

Please provide detailed information on the specifications and features of the proposed banking services in the matrix below. In order for City staff to adequately compare and evaluate proposals objectively, all proposals MUST be submitted in accordance with the matrix format.

Please note that all vendor response fields within each matrix must be completed. Responses should be prepared simply and economically, providing straightforward and concise information as requested.

A. Bank Information
1. Company name, address and telephone number of the Bank submitting the proposal.
2. Name, address, telephone number and email address of contact person for this RFP and banking service relations should your Bank be awarded the contract.
3. Can Bank assign personnel who are committed and capable of serving the City's account? The City is looking for a specific individual commitment.
4. List the Project Manager and all key personnel and management to be utilized for the work. Include a description of education, certificates or licenses, professional background, experience, skills, expertise and training for the type of services required.
5. Provide a statement describing the capability to complete all phases of the Project within the time schedule.
6. Address of full-service office located within the city limits of Wood Village, if applicable, or distance from the city boundaries to the nearest full service location.
7. Briefly describe the historical evolution of the Bank. Provide the most recent audited financial statements for the Bank and Bank ratings by a nationally recognized rating agency.
8. Identify key measures of the Bank's financial strength, (i.e., capital ratios, market capitalization, total assets). Provide the City with a letter of certification showing the Bank's adjusted capital-to-asset ratio (including loan loss reserves) for calendar years 2018 and 2019. Please include current percentage and method of calculation.
9. Bank must agree to notify the City in writing immediately upon the occurrence of either of the following: a) The bank is placed on credit watch by the State of Oregon, or by any nationally recognized credit rating agency.

b) The Bank changes (or is required to change) its percentage level of collateralization.
10. Contractors doing business in the City of Wood Village must have a valid City of Wood Village business license. Does Bank have a valid business license?
11. Is Bank capable of providing the required banking services identified in this request for proposal?
12. List required services that are not included in the RFP.
13. Is Bank insured by the Federal Deposit Insurance Corporation (FDIC)?
14. The successful Proposer will be required to secure and maintain appropriate insurance coverage: Worker's Compensation, Professional Liability \$2 million, and General Liability \$2 million. Proof of such coverage, in the form of a broker-issued certificate, must be received by the City prior to the beginning contract date. Can Bank provide proof of coverage in the form of insurance certificates for the aforementioned dollar amounts?
15. Is Bank a qualified public depository as prescribed by Chapter 295 of Oregon Revised Statutes 295.001 – 295.108 especially 295.008 and 295.018?
16. Does Bank have the ability to provide a collateral pool certificate of \$2.6 million for City's depository account? The Bank must be sufficiently capitalized to accommodate the City cash management needs. Does Bank have the ability to adjust the certificate amount upon request?
17. Is Bank a resident bidder?
18. Is Bank a member of the Oregon Automated Clearing House Association?
19. Does Bank have access to the FedWire System?
20. Can Bank facilitate transfers to and from the Local Government Investment Pool managed by the Oregon State Treasurer's Office?
21. Demonstrate a commitment to the Community Reinvestment Act (CRA) and to the local community, with a minimum rating of "satisfactory" for the past three rating periods. Describe your Banks' CRA ratings and activities within Wood Village.
22. What is Bank's policy on check fraud and liability for loss?
23. Bank should have experience in providing banking services to other municipalities. Submit the names of five such clients that may be contacted as references, two of which have been clients

for at least three years. List the name of the company, a contact person, the address and the telephone number and the approximate size and volume of their banking services.

Reference #1:

Reference #2:

Reference #3:

B. General/Demand Account Services	
1.	Can Bank accommodate a general account with one or more zero balance accounts?
2.	<p>The Account Analysis for the City is currently being computed and settled on a monthly basis. Compensation and payment for services shall be made on a direct fee basis. All charges must be itemized on the monthly Account Analysis Statement.</p> <p>Can all of the accounts be concentrated and rolled into one monthly analysis statement for itemized fee calculation and interest allowance earnings purposes?</p>
3.	<p>Does Bank provide for interest allowance earnings?</p> <p>Describe the methodology used to calculate the credit to the City for bank balances. In the event that earnings exceed charges, is the difference carried forward to the next month, offsetting the fees charged?</p> <p>List the Bank's earnings credit rate for the last six months.</p> <p>Is the earning's allowance applied to the collected balance before or after reserve requirements are deducted?</p> <p>Is the reserve requirement deducted from the available balance before or after the credit is calculated?</p>
4.	How is the reserve requirement determined for account analysis purposes?
5.	Describe in detail how the average ledger balance is calculated.
6.	Describe in detail how the average float balance is calculated.
7.	Describe in detail how the average negative collected balance is calculated. Is there a fee that the Bank will charge for negative collected balance? If yes, what is it?

8. Specify the Bank's procedures for the calculation of collected balances, calculation of charges for funds advanced, and an explanation of how deposit float will be calculated.
9. Is there a fee or other assessment for FDIC insurance? If yes, how does the Bank calculate the charge?
10. Outline Bank's funds availability schedule.
11. What is the cut-off time (in Pacific Time) to ensure same-day ledger credit?
12. What is your procedure for reporting and documenting account adjustments (show a sample of the detail provided)?
13. Provide your return item and re-clear processing instructions. List any non-standard options that are available.
14. Do you assign float to return items?
15. What controls are in place to minimize check fraud?

C. Computer Requirements
1. What are the communications parameters that the Bank can support?
2. Does the Bank have the ability to use FTP or secure socket layer over World Wide Web or virtual private network to access and/or transmit client data? The City is using Internet Explorer 11, Chrome and/or FireFox.
3. Does the Bank offer electronic access to the client's bank information? If yes, please indicate products and versions (i.e. Does it run in Windows 10?) If no, are there plans for implementation?
4. What security procedures does the Bank use to protect access to customer data (hardware/software, physical)?
5. Does the Bank support the MS windows environment if it provides software to clients? If no, please explain future support plans.

D. Reconcilement for Disbursement Accounts

1. Does Bank offer reconciliation services? If yes, please describe and include a sample of your standard reports.
2. Describe media specifications for the Bank. Include a description of any electronic or software features available that could be used by the City to interface with the Bank to determine daily or weekly outstanding check balances.
3. Describe your check truncation services that would be available and its merits.
4. Describe the Bank's positive pay services. Is there a process in place for the City to let the Bank know about valid manual checks that have been issued?

E. Electronic Reporting/File Transmission
<p>1. Does the Bank have an electronic communications/file transmission system that would allow the City to receive prior day balance and transaction information by 7AM for each account? Currently the City uses a personal computer and web to obtain reports each morning for use in connection with its cash management functions.</p> <p>The City shall not be charged or penalized if an overdraft results because the account balance information is not available by 10AM.</p> <p>Please include a sample of your standard daily report. The daily report for the prior day's activity, at a minimum, must include the following:</p> <ul style="list-style-type: none"> Prior day's ending ledger balance Prior day's collected balance One, two and over two-day float Prior day's total credits and dollar amount Prior day's total debits and dollar amount Prior day's detail of credits Prior day's detail of debits Prior day's transfer amounts Detail of checks cleared (date cleared, number, amount, total)
2. How many days of history can be accessed through the system?
3. Does this system require any special equipment or programming to access your system? If yes, please describe process and requirements.
4. Describe the features of your system and inquiry capabilities. Does the Bank's system offer the

ability to inquire about specific transactions?
5. Does the Bank have the capability to be noted for specific authorized personnel access/viewing for non-signers on the account?

F. Electronic Payment/Deposit Services
1. The bank will be required to provide support for electronic data transmission pre-notifications, confirmation (received, accepted, totals) and coordinate formatting and all technical issues with the City. (See also IV-5 item 5: Electronic Payment/Deposit Services)
2. Does Bank offer adequate controls against unauthorized ACH debits, such as blocks and filters? If yes, please describe process, requirements and cost.
3. Describe the services available from the Bank to accommodate the City's payment and reporting of payroll taxes (Federal and State).

G. Money Transfer Services
1. Does Bank have capability to accommodate incoming and outgoing electronic money transfers?
2. Can Bank provide the City with an automated money transfer service that allows the City to initiate wire transfers (Fed, Book, Repetitive) with the use of a personal computer? If yes, please describe the electronic money transfer services offered by the Bank and the associated costs.
3. Please describe your Bank's call-back procedures, security provisions or other controls used by the Bank to verify information received, and that the person originating the transfer is properly authorized.

H. Reporting Services
1. The City requires a month-end cut-off date for all accounts with statements delivered not later than the 10 th of the following month. Can Bank meet the required delivery date?
2. Please describe Banks check imaging services.
3. The Account Analysis for the City is currently being computed and settled on a monthly basis. All accounts are concentrated and rolled into one monthly analysis statement for fee calculation and interest allowance earnings purposes. Additional accounts may be added as needed. How soon after the close of the billing period is the account analysis available to the customer? Provide a sample account analysis and the user's guide for the account analysis.

I. Credit Card Services

In order for the City to expand the number of services available that accept cards for payment, the City needs to negotiate the lowest possible fee structure. (See also IV-5 item 9: Credit Card Services). As noted before, the City has a provider for external credit card acceptance. If we decide to remain with this provider, we would need Bank to work with this provider. If we determine that Bank's credit card processing would be more advantageous, we may switch. Please provide detail about both systems.

1. Describe the electronic system(s) available to the City for processing credit card transactions in-house (processed by City staff).

Transaction fees?

Discount rates?

Statement fees?

Convenience/Usage/Technology Fees/in-office payment kiosk? In order to make this a self-supporting service the City needs the ability to recoup fees. Please explain what options are available and what options are not available.

2. Does the Bank offer a card processing service (not processed by City Staff)?

Transactions fees?

Discount rates?

Statement fees?

Convenience/Usage/Technology Fees/in-office payment kiosk? In order to make this a self-supporting service the City needs the ability to recoup fees. Please explain what options are available and what options are not available.

3. Does the bank offer commercial purchasing or business credit cards?

Online account management system for cardholders and/or administrators?

Manage payment options and transactions?

Set account alerts?

Order additional cards?

Cash back rewards?

J. Other Services

1. The City requires overdraft protection be provided in the event that its checking account becomes overdrawn. Because the City is a tax-exempt entity, it is presumed that the rate charged will be on a tax-exempt basis.

Will the City be charged for overdrafts? If yes, define the rates and formula for calculating the fees.

<p>If charged, the City requires a maximum daily limit be established for checks presented against its account in the event it becomes overdrawn. What is the maximum daily limit that the Bank will charge?</p>
<p>2. Describe the sweep account option offered by the Bank?</p>
<p>3. Describe the Bank’s procedures for requesting change/currency orders. Is there a minimum or maximum amount that must be ordered other than at the teller window on demand?</p>
<p>4. Describe both your manual and on-line program for processing stop payments.</p> <p>What is the deadline for same day action? How much history is examined in the verification process? How long will the stops remain in effect? Can this period be extended?</p>
<p>5. Based upon information about the City’s banking needs and goals learned during the course of this proposal process, describe any enhancements, technological or otherwise, that the City should consider to improve operational or cash management efficiencies.</p>
<p>6. What new services or features does the Bank plan to offer in the future?</p>

<p>K. Disaster Recovery Plan</p>
<p>1. Briefly describe the Bank’s disaster recovery plan.</p>
<p>2. What disaster recovery services can the Bank provide to the City if it cannot operate from its own facilities?</p>
<p>3. Is there a “hot” back-up processing site? How quickly can the cut over be implemented in the event of an emergency?</p>
<p>4. What is the eventuality plan if a back-up site is not available and prevents all work from being processed on a same day basis? Does the Bank compensate in the event of loss? Explain.</p>

<p>L. Conversion of Services and Training</p>
<p>The approved Bank will be required to coordinate with City staff all the activities necessary to ensure a smooth transition. Conversion activities will begin upon notification of award and are projected to be completed by December 1, 2020.</p> <p>The banking services conversion poses a significant challenge and a high priority will be given to clearly identifying, tracking, and ensuring that all tasks associated with the conversion are</p>

met or achieved.

1. Include a detailed explanation of proposer’s approach to the conversion and the techniques the proposer expects to use. This should include an explanation of any modifications of the work items and scope of work presented in the RFP.

2. Describe how you would propose to use City personnel, if at all, to assist you during the conversion and indicate the approximate time requirement.

Include an estimate of the level of effort in the following format:

Tasks	Staff 1	Staff 2	Staff 3	Total Hours
Task 1	1			1
Task 2		1		1
Task 3			1	1
Task 4	1	1	1	3
Project Total	2	2	2	6

3. Please provide any additional information about proposer’s conversion approach that would be beneficial to the selection committee.

4. Outline a work plan and related time schedule for each significant segment of the work.

5. Indicate what direct costs the City would be responsible for in the conversion. Indicate what conversion costs, if any, would be absorbed by the Bank as start-up costs.

6. Describe the training program for City staff that the Bank would provide.

Exhibit V-3
COST PROPOSAL MATRIX

Please provide accurate pricing of the proposed banking services in the matrix below. In order for City staff to adequately compare and evaluate proposals objectively, all proposals MUST be submitted in accordance with this matrix format.

Average transactions per month are Utility Billing ACH – 150 accounts; Payroll ACH – 16 employees on a monthly basis; Miscellaneous ACH – 10-25; Checks – 75 – 125.

Please note that all vendor response fields within each matrix must be completed. If there is no charge for a service, mark it as zero. If there is a minimum or maximum charge for any service, please record the charge in the Min/Max Fee column and make a notation as to minimum or maximum.

Current Provider Service Description	Per Item Fee	Monthly Fee	One-Time Fee	Min/Max Fee
Depository Services				
FDIC Quarterly Charge				
Account Maintenance				
Electronic Debits				
Paper Debits				
Electronic Credits				
Paper Credits				
Pre-Enc Dep Item – On-Us				
Pre-Enc Dep Item – Local				
Pre-Enc Dep Item – Regional				
Pre-Enc Dep Item – Transit				
Deposited Item – On-Us				
Deposited Item - local				
Deposited Item – Regional				
Deposited Item - Transit				
Rejected Pre-Encoded Dep Item				
Deposited Items Returned				
Deposited Items Ret Special Instructions				
Overdraft (Paid) per item & Max				
Manual Stop Payment – 6 months				
Account inquiry				
Copy of Check/Deposit Ticket				
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a

Current Provider Service Description	Per Item Fee	Monthly Fee	One-Time Fee	Min/Max Fee
Account Reconciliation Services				
File Confirmation per E-Mail				
Partial/POS Pay Maintenance				
Partial/POS Pay Per Item				
Positive Pay – Exception Items				
ARP Return Items				
ARP Transmission Per Item				
ARP Transmission Output				
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a

Current Provider Service Description	Per Item Fee	Monthly Fee	One-Time Fee	Min/Max Fee
Wire Transfers				
Wire Monthly PIN Maintenance				
Domestic Non-repetitive				
Domestic Repetitive				
Voice Fedwire Repetitive				
Internal Wire Credit				
Internal Wire Debit				
Incoming FedWire				
Wire Advice Fax				
Batch Wires				
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a

Current Provider Service Description	Per Item Fee	Monthly Fee	One-Time Fee	Min/Max Fee
Online Reporting				
Checks Paid Transactions				
Check Positive Pay				
Monthly Maint Terminal Wire Module				
Previous Day Summary & Transactions				
Bai Item Reported Terminal				
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a

Current Provider Service Description	Per Item Fee	Monthly Fee	One-Time Fee	Min/Max Fee
Credit Card Provision (5 needed)				
Monthly/Annual Maintenance Fee				

Current Provider Service Description	Per Item Fee	Monthly Fee	One-Time Fee	Min/Max Fee
Zero Balance Accounts				
ZBA lead				
ZBA Subsidiary				
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a

Current Provider Service Description	Per Item Fee	Monthly Fee	One-Time Fee	Min/Max Fee
Image Services				
Monthly Maintenance per account				
Image Per item				
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a

Current Provider Service Description	Per Item Fee	Monthly Fee	One-Time Fee	Min/Max Fee
ACH Services				
ACH Monthly Maintenance				
ACH Originated On-U's Item				
ACH Originated Not On-U's Item				
ACH Received Item				
ACH Received Addenda Item				
ACH Return Per Item				
ACH Return – NOC Electronic				
ACH Process Run				
ACH Item Adjustment Request				
ACH Notification of Change				
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a
Set-Up Fees:	n/a	n/a		n/a

Current Provider Service Description	Per Item Fee	Monthly Fee	One-Time Fee	Min/Max Fee
Coin & Currency Services				
Cash Deposited per \$100				
Change Order per Order				
Coin Rolls Ordered Per Roll				
Loose Currency Ordered/\$100				
Currency Ordered Per Strap				
Coin Rolls Ordered Per Box				
Set-Up Fees:	n/a	n/a		n/a

Exhibit V-5
REQUESTED MATERIALS

To ensure proper submission of proposal, be sure to enclose all requested materials with your proposal. Following is a list of items that should be included:

1. Four (4) copies of proposal
2. One (1) Electronic Copy of the proposal
3. Letter of Transmittal
4. Statement of Understanding
5. Exhibit V-1: Certification Statement
6. Exhibit V-2: Technical Specifications and Features Matrix
 - a. Audited Financial Statements (Two years)
 - b. Bank Ratings by nationally recognized rating agency
 - c. Letter of certification showing adjusted capital to asset ratio
 - d. Community Reinvestment Act ratings and activity
 - e. References
 - f. Sample(s) of reconciliation services standard reports
 - g. Sample of standard daily report
 - h. Sample account analysis and user's guide
 - i. Funds availability schedule
7. Exhibit V-3: Cost Proposal Matrix – in a separate sealed envelope clearly marked

Please Note: this list is not intended to list all required materials. It is just an itemization of key items to assist banks in assembling proposals.